

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	07/SPECIAL CREWS/WEST SIGN CREW	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
CALTRANS HIGHWAY MAINTENANCE LEADWORKER	907-740-6285	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:**

Working under the supervision of a Caltrans Maintenance Supervisor, the incumbent operates light vehicles and equipment requiring an unrestricted Class B driver's license, with N (Tank vehicle) endorsement and identified as Category 2 equipment used by assigned unit. At times act in His/her absence, as Caltrans Maintenance Supervisor. There are times when incumbent may work for other Supervisors and/or work units, as workload requires. Will conduct training for other members of the crew. Work with and assist in supervising the work of a crew engaged in sign maintenance on highways and highway structures. Incumbent may be responsible for special assignments such as installing and maintaining traffic signs of such size and complexity as to require special mobile equipment. If appropriately qualified and properly licensed may operate specified Caltrans equipment.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	On large projects, works with and directs crew members, usually performing physical labor, including but not limited to, handwork such as, erecting signs, painting out graffiti on sign and bridge structures. Marks locations for USA dig alert for excavations needed to install new signs. Performs other unskilled laboring tasks by using such tools as shovel, wrench, handsaw, breaker bar and tamping bar. Operates power tools such as electric drills, paint sprayers, demolition hammer, electric generators. Incumbent will work at various heights above the travel way in the course of maintaining signs and sign structures.
15%	E	Works on traffic control, sets and picks up lane closure, traffic cones, flares and advance work signs; acts as a flag person; operates the pilot car, backup truck and lane closure truck, operates a two-way radio.
15%	E	Operates light vehicles & equipment as identified as Category 2 used by the assigned unit requiring Class B driver license. Makes minor adjustments and emergency repairs to equipment and services and maintains equipment (lube service points, changes tires, light bulbs, fuses, filters and window wipers; steam cleans equipment and operates hoist.
10%	E	Reads and interprets sign orders and job request.
10%	E	Completes simple written records, such as crew daily work records, accident reports, lube records, mileage reports, assist with inventory records and input daily crew work records into the computer.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

No direct supervision. Employee may at any time be placed in charge of a work crew as the responsible person in charge per Chapter VIII Maintenance Manual Vol. I over other Caltrans workers.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Must have knowledge of materials, methods, equipment, and tools used in sign maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to sign maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions. Knowledge of minor equipment repair and maintenance, Knowledge of the Departments Injury and Illness Prevention Program. Possession of a valid and

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unrestricted Class B California Driver License, with tanker endorsement.

Ability to work safely around high-density traffic, at various heights.

Ability to work effectively alone or with others.

Ability to work irregular hours (planned overtime, emergency call outs), as workload requires. Short-term shift changes as necessary (changing shift from days to nights as workload requires).

Must be able to analyze various work situations accurately and make sound decisions.

Basic computer skills (input daily crew time reports).

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property and/or delay in project delivery.

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### PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/ representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with hostile public; the employee is expected to maintain a favorable public image for the Department and the State.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee must have physical ability to react quickly to errant motorist and do strenuous hand and mechanical labor.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment and light vehicles 15% of the time on a year-around basis.

The remainder of the activity is labor intensive and includes but is not limited to the following:

Standing, Sitting and Walking is described to equal 100% of the work time for a given period, such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

Typical sign repair/installation: Standing and walking using hand tools 55%. Sitting and driving 45%

Lifting Carrying – Signs and material, which may weigh from a few ounces up to 100lbs. Must be moved from storage areas to vehicles and from vehicles to job sites, which may be on uneven terrain. Tools are moved a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried include shovels, post hole diggers, breaker bars, tamping bars, ladders, signs, standards, cones, barricades, etc. And may be moved over uneven terrain. This is a hand on crew, approximately 80 % of our work is continuous lifting, twisting and bending.

Overhead reaching – Overhead work includes but not limited to pulling yourself up into many types of equipment, holding signs, servicing equipment on the lube hoist, signaling other workers, chipping concrete, installing wood or steel forms and loading material into/on equipment. 25%

Other Reaching – Includes but not limited to setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, setting work signs, picking up cones; often done on a continuous basis. 20%

Pushing/Pulling – Includes but not limited to installing sign post, shoveling, opening garage doors, hooking up trailers; pulling on hoses, working cranks on equipment stands; tightening and loosening nuts on bolts. Installing and removing tires. 25%

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Twisting - The Employee twists while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a lane closure truck. Other twisting is done while shoveling and setting down and picking up traffic cones which weigh 10 lbs. 20%

Climbing/Balancing – Climbing is done in/out and off/on of equipment, up and down banks and slopes, ladders, stairways, (often with a load of material or supplies); onto steps and walkways to do engine checks on equipment. One example would be transitioning from bucket, of a personal hoist onto the catwalk of an overhead sign structure. 25%

Bending/Crouching/Squatting/Crawling – The employee often bends continuously throughout the day while operating equipment and performing physical labor. All of these activities are necessary when picking up and laying down tools and material. The employee also crawls around and underneath equipment while checking and servicing equipment. 25%

Simple Grasping – This activity is necessary about 95% of the shift; climbing in/out and around equipment, operating equipment, using hand tools and handling materials. 95%

Fine Manipulation – This occurs less than 2% of a day and usually while writing reports or manipulating the knobs and levers on the equipment. A higher percentage of the time would be saws or similar equipment. 2%

Importance of hearing and sight – Both are essential on the job because the operator must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site, as per the Caltrans Injury Illness Prevention Program Safety Manual.

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### WORK ENVIRONMENT

Work in a wide range of sometimes extreme-conditions, including heat up to 120 degrees, cold to -15 degrees, strong winds, rain, sleet, and snow.

This is a Sunday to Thursday crew. Normal work hours are from 0600 to 1430. Employee may be scheduled to work the night shift as needed to meet operational needs, with proper advance notice as per Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but are not limited to (as per Injury and Illness Prevention Program):

- A. Appropriate footwear, in good and sturdy condition, must be worn.
- B. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.
- C. Long pants. No shorts or cutoffs.
- D. Provided safety gear; hard hats, safety glasses, hearing protection devices, face shields, gloves, respirators, chaps, or other safety gear must be worn when required by the department.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

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DATE